



Code: 5085

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Electrical and Mechanical

Series: Electrical Construction and Maintenance

CLASS TITLE: GENERAL FOREMAN OF LINEMEN

CHARACTERISTICS OF THE CLASS

Under direction, directs and coordinates the work of Foremen of Linemen and field crews responsible for the installation, testing, and repair of aerial and underground electrical wire, fixtures, and equipment, and performs related duties as required

ESSENTIAL DUTIES

- Supervises foremen and field crews engaged in the maintenance and repair of electrical wires, fixtures, and equipment
- Prioritizes, schedules, and assigns work to foremen and their crews based on the extent of work required, urgency, and availability of resources
- Reviews work orders to assess project size and scope and determine resources required to complete jobs
- Coordinates electrical construction work with other departments and contractors
- Coordinates the ordering of materials, tools, and equipment for assigned projects and authorizes requisitions submitted by foremen
- Supervises the preparation of detailed work reports indicating number of employees, job location, time spent on each job, and related information
- Coordinates the training of subordinate personnel in proper safety methods and procedures
- Conducts regular and unannounced inspections of work in progress to ensure completion according to specifications, work schedules, and applicable municipal codes
- Reviews and approves time and attendance records submitted by foremen
- Oversees the preparation of and completes staff performance appraisals and initiates and administers disciplinary actions as required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Successful completion of a US Department of Labor registered lineman apprenticeship training program and journeyman status, plus four years of journey-level lineman and/or as an electrical power line or telecommunications line installer and repairer work experience, of which two years is in a supervisory role related to the responsibilities of the position; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- IBEW local 9 International Municipal Signal Association (IMSA) certification level 3 is preferred
- IBEW local 9 High voltage training certification is preferred

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Two-way radio

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:

- *work procedures used in the repair and installation of overhead and underground electrical power lines
- *repair and maintenance procedures applicable to the lineman/electrical trade
- *fundamental principles of electricity
- *use of safety equipment and protective gear
- *applicable safety and code standards specific to the lineman/electrical trade

Moderate knowledge of:

- *supervisory principles, methods, practices, and procedures
- *excavation and backfilling methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Foreman of Linemen class

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *INSTRUCTING - Teach others how to do something
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Foreman of Linemen class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other abilities as required for successful performance in the Foreman of Linemen class

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Foreman of Linemen class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources

April, 2014
Licensure, Certification, or other Qualifications updated: November 2014
Minimum qualifications updated: January, 2021